

ADMINISTRATIVE - INTERNAL USE ONLY

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25 August 1976

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MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM :
Administrative Officer, DCI
SUBJECT : EEO Staffing

1. On 22 August 1975, upon the recommendation of the Management Committee, the DCI approved the establishment of the Office of Equal Employment Opportunity as an "Independent Office" of the DCI Area. His approval included an allocation of seven (7) positions.

2. Between August and December 1975, there was considerable debate between the Director, EEO and the Director of Personnel concerning grades allocated to these positions. The issue required DCI intervention and was finally resolved--temporarily at least--by the Colby memorandum of 29 December 1975 (Att. 1). (The Colby memorandum committed a review of the "position structure" in September 1976.)

3. Since December 1975, the Director, EEO has at various times expressed to me his judgment that the position authorization (seven) of the O/EEO is inadequate and we have therefore included in our FY 77 unfunded requirements request and in our FY 78 budget his request for four (4) additional positions. The Comptroller has authorized a temporary on-duty authorization of 11. At the moment the O/EEO has charged to its account eight (8) staffers and one (1) contract employee (Att. 2). In addition, Ware has negotiated the loan of three (3) additional staffers from other elements of the Agency--one from NPIC, one from OCI and one from the DDO.

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4. A related issue has recently arisen concerning the rotational vs. career nature of assignment of personnel to the O/EEO. While nothing is documented, Bill Colby advised me verbally at the time the O/EEO was established that he viewed assignments to this office as rotational and not involving changes in career service affiliation of those selected to staff the office. This has, I think, caused some problem for Omega Ware but perhaps he should articulate his position. Whether the Executive Career Service can provide much of a lifetime career for these people is, in my opinion, highly questionable.

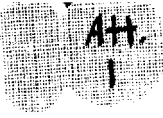
5. Finally, the O/EEO has the problem which plagues us all--space. Since its establishment one year ago, satisfactory space for the O/EEO has not been made available. In the past day or so, I have been informed that there is the possibility of better space sometime in October on the fifth floor. Whether this will solve the problem, I don't know--but it is a fact that the importance an organization places in any program or activity can be deduced by its willingness to give priority to its resource requirements. Much can be said for Omega Ware's desire to be situated on the first floor in full exposure, access and availability to all employees. I'm not sure the fifth floor space will reflect, particularly the emphasis we hope all place on the goals of the program. Certainly their current space does not.

Space

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Approved For Release 2004/07/16 : CIA-RDP80M00165A002900100003-0



Approved For Release 2004/07/16 : CIA-RDP80M00165A002900100003-0

29 December 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Table of Organization of the Office
of Equal Employment Opportunity

1. I have reviewed the position structure for the Office of EEO proposed by its Director and your recommendations which differ from his proposals. While I am most sympathetic to the approach you must take in evaluating positions for grade allocation, and the need to maintain consistency between CIA grades and the grades of similar positions in other agencies, I look forward to an EEO program and office in this Agency which will make an exceptional contribution to bringing the Agency up from its present status with respect to equal employment opportunity. Thus, I would like to establish the position structure slightly higher than what you propose and slightly lower than what the Director of EEO originally proposed:

Director, EEO	GS-16
Deputy Director, EEO	GS-15
Federal Women's Program Coordinator	GS-15
EEO Specialist	GS-13
EEO Specialist	GS-13
EEO Specialist (full-time Investigator)	GS-13 (temporary detail)
EEO Specialist (trainee assistant)	GS-09
Secretary-Admin Assistant	GS-07

2. This position structure should be reviewed in September 1976 with particular attention to:

- a. Possible upgrading of Director EEO from GS-16 to GS-17;
- b. Possible full-time assignment of position, as well as detailing individual, as EEO Specialist (investigator);

- c. Any other changes in the office which might appear indicated at that time based upon the level of activity and performance of the individuals holding these positions.

/s/ W. E. Colby

W. E. Colby
Director

cc Director, EEO
AO/DCI

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